

**JOINT FORCE HEADQUARTERS WISCONSIN  
WISCONSIN NATIONAL GUARD  
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**AIR NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)  
VACANCY ANNOUNCEMENT (MVA) NUMBER 19-46**

**OPENING DATE:** 31 January 2019

**CLOSING DATE:** 14 February 2019

**UNIT/LOCATION:** CRTC, Volk Field, Hardwood Range, WI

**POSITION:** Range Operations Officer

**MILITARY AFSC REQUIREMENTS:** 11XX, 12XX, 13LX or 13BX

**MINIMUM SKILL LEVEL REQUIRED:** N/A

**AREA OF CONSIDERATION:** Open to all eligible to enter WI ANG AGR program **FILL DATE:** TBD

**Must possess advertised AFSCs. No trainees.**

**Must be able to meet requirements outlined in AFMAN 13-212.**

**Must be able to obtain Wildland Fire Fighting Certification per AFI 32-7064.**

**Working knowledge of USAF OTI Flight Plan 2035 and ACC Enterprise Range Plan is preferred.**

**SALARY RANGE:** Pay and allowance commensurate with military pay.

**MINIMUM GRADE REQUIRED:** Capt/O-3

**MAXIMUM GRADE AUTHORIZED:** Maj/O-4

**MAXIMUM GRADE AVAILABLE:** Maj/O-4

**MINIMUM QUALIFICATION REQUIREMENTS**

1. Member must be medically qualified IAW AFI 48-123, Medical Examination and Standards. Applicants cannot be subject to any flagging action for medical purposes. ANG members entering on full-time duty must have a current physical examination (within 36 months) prior to entry date. Individuals transferring from title 10 USC (active duty or statutory tour) are not required to have a new physical unless the previous physical is over five years old at the time of entry onto AGR status. Selected individual must have an HIV test completed within 6 months of AGR start date.
2. Members must meet physical fitness standards IAW AFI 36-2905, Air Force Fitness Program.
3. Applicants with family members currently on-board are cautioned to review ANGI 36-101 for assignment restrictions.
4. Personnel must have sufficient retainability to permit completion of tour of duty. Cannot be eligible for or receiving an immediate Federal (Military or Civilian) retirement annuity.
5. Each application will be screened for all mandatory AFSC entry criteria, if degree requirements are required, please enclose copies of transcripts.
6. While there is no minimum time in position required for application, if selected individual has less than 18 months in current position on initial tour or 12 months in position on subsequent tour, final approval is contingent upon TAG waiver.
7. At a minimum, applicants must be able to obtain and /or maintain a favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Inability to maintain a favorable background investigation or required security clearance may result in administrative action, including termination from employment.

**CONDITIONS OF EMPLOYMENT**

1. Individuals selected will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f). Subsequent tours are at the discretion of the State Adjutant General. Member must remain in initially assigned position for a minimum of twelve months.
2. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding in accordance with Attachment 2 of ANGI 36-101.

3. Applicants participating in the ANG Incentive Program may be terminated upon entry into full-time National Guard duty. See specific incentive agreement for termination rules.
4. Applicants must not have been separated "for cause" from active duty or a previous AGR tour.
5. Existing ANG Promotion Policies apply.

### BRIEF DESCRIPTION OF DUTIES:

This position is for the Range Operations Officer and Chief, Air to Ground Division, at the Volk Field Combat Readiness Training Center (CRTC). This position requires duty primarily at the Hardwood Range operating location (approximately 45 minute drive from Volk Field).

### SPECIALTY QUALIFICATIONS:

**Knowledge.** Knowledge is mandatory of range operations, theory of flight, air navigation, meteorology, flying directives, aircraft operating procedures, and mission tactics.

**Education.** For entry into this specialty, an undergraduate degree specializing in physical sciences, mathematics, administration, or management is desirable.

**Training.** The following training is mandatory as indicated: Must be able to meet the requirements in AFMAN 13-212, A5.3 and A5.4 for duty as Range Operations Officer and Range Control Officer in addition to the qualifications for wildland fire fighting certification per AFI 32-7064 Para 13.6.1.

**Experience.** . Knowledge of the CSAF Operational Training Infrastructure Flight Plan 2035 and the ACC Enterprise Range Plan is desired. A well-qualified applicant also has previous supervisory experience; knowledge of range and CRTC operations, basic staff officer skills, and exceptional time management abilities.

**Other.** Authorized AFSCs are 11X, 12X, 13LX or 13BX

**NOTE:** Award of the entry level without a completed SSBI is authorized provided an interim Top Secret security clearance has been granted according to AFI 31-501.

### HOW TO APPLY

**All applicants must submit a complete application packet to J1 to be considered for an AGR position. All Applicants must submit an application that includes the following:**

- ☐ Cover letter with Job Announcement Number and Position Title for which you are applying, current Military Status (AGR, Technician, Traditional, Active Duty), along with contact information (i.e. Phone numbers and an e-mail address). **Required for all applications.**
- ☐ If you are unable to obtain or must substitute required documents, a detailed statement must be provided in the Application Cover letter to justify the absence. **Failure to include justification for missing or replaced documentation in cover letter will result in disqualification of Application. Documents submitted after the closing date will not be accepted.**
- ☐ NGB Form 34-1 (Application for AGR Position) dated 11 November 2013 (**must be provided even if already AGR; must be signed and dated**). Manually signed copy accepted. Digital signature may fall off when combining PDF files. Double check prior to sending packet.
- ☐ Record Review RIP (**NOT point credit summary or Career Data Brief**) complete and current. Other Service Components submit appropriate individual personnel information printout. This is used to verify AFSCs, aptitude scores, position status, time in service, time in grade, etc. This can be pulled from VMPF. If you cannot pull contact your A1.
- ☐ All airmen will provide a satisfactory fitness test by the last day of the month, not outside 12 calendar months (must meet this requirement by the closing date).
- ☐ Current (within 12 months) **AF Form 422**, Physical Profile Serial Report. Other Service Components submit medical documentation that includes PULHES score and if any PULHES are a "3", a statement indicating that individual is Worldwide Deployable. If you do not know where to obtain a 422 contact your Medic section. A working copy will be accepted to show the process has been started if most current 422 is not within 12 months of the closing date. This is used to verify PULHES and medical readiness.
- ☐ DMA FORM 181-E (Race and National Origin Identification) dated OCT 2006.\*

*\*The Wisconsin National Guard is an organization that values diversity and inclusion. As part of our recruitment process, we invite all job seekers interested in employment with The Wisconsin National Guard to voluntarily provide gender and ethnic information for \*Equal Employment Opportunity reporting. We do not*

*use this self-identification information in any manner to make our hiring decisions, and whether or not you provide your self-identification information will have no impact on our review of your resume and/or application.*

- ☐ All Other Service Component applicants must have their **ASVAB** raw scores converted to Air Force ASVAB scores and include them in a letter from either a Recruiter or MEPS Counselor.

1. E-mail **SCANNED** application encrypted to AGR POCs SSG Jennifer Valencia and SrA Dalia Zelaya: [jennifer.r.valencia2.mil@mail.mil](mailto:jennifer.r.valencia2.mil@mail.mil) and [dalia.zelaya.mil@mail.mil](mailto:dalia.zelaya.mil@mail.mil). An email will be sent to confirm receipt of application. **Emails verifying receipt are not automatic.** Feel free to call Comm (608) 242-3720 or (608) 242-3730 to verify receipt of your packet. Scan file in as 1 PDF. Contact your unit to assist if needed.

2. Applications can also be mailed at applicant's own expense (next day mail suggested) or hand carried to: Joint Force Headquarters Wisconsin, ATTN: **WIJS-J1-AGR (AGR Army Staffing)**, 2400 Wright Street, Madison, WI 53704-2572. Do not submit application packets in three-ring binders, 2 sided, on card stock, or staple pages together. Must be received prior to closing date or it will be disqualified (do not mail out the last day job announcement is open!) Individuals may call 608-242-3720 or 608-242-3730 before job-closing date to ensure the application was received.

3. **J1 will not review the application for completion or accuracy before the closing date.** The applicant is responsible to ensure that application is complete and all required documents are correct and included. If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the Human Resources Office and will not be returned.

4. Questions regarding this announcement may be referred to AGR Army Staffing, Comm (608) 242-3718 DSN 724-3718 or e-mail [Nq.wi.wiamg.mbx.j1-internet-feedback@mail.mil](mailto:Nq.wi.wiamg.mbx.j1-internet-feedback@mail.mil)